

BENEFITS NEWS

An Information Publication for State of California Employees

Pre-Tax Parking Reimbursement Account Program

Looking for ways to save a few bucks on your pay warrant? Do you pay a private vendor to park in a non-State controlled parking lot?

If your answer to both questions is yes, then the Pre-Tax Parking Reimbursement Account Program (PTP) administered by the Department of Personnel Administration (DPA) may be the right choice for you!

What is the PTP?

Regulated by Section 132 of the Internal Revenue Code (IRC), the PTP allows the State the ability to set aside part of an employee's wages in a "reimbursement account" to pay for qualified, work-related parking fees.

What is "Qualified Parking?"

"Qualified Parking" is defined as:

- parking provided to an employee on or near the business premises of the employer, or
- parking a vehicle on or near a location from which the employee begins his/her commute to work using various forms of transportation (carpool, vanpool, parking lot for mass transportation).

Qualified Parking does not include parking on or near property used by the employee for residential purposes.

How Do I Enroll?

You can find the PTP Enrollment Form (DPA 682) at www.dpa.ca.gov – click "Benefits", "Work and Family", and then "Pre-Tax Parking").

Complete sections 1-6 and submit the form to your Personnel Office. Your PTP payroll deduction will start in the current pay period if your form is received and processed by the State Controller's Office by the 10th of the month.

Your PTP payroll deduction will continue until you submit a completed DPA 682 to your Personnel Office requesting a Change or Cancellation.

How does the Program work?

There is no "Open Enrollment" period for the PTP; you can enroll or make changes/ cancellations to your account at anytime.

Once enrolled, you specify the amount that you want deducted from your warrant on a monthly basis. You can deduct the **actual cost of your parking** up to \$205.00, as currently specified by the Internal Revenue Service (IRS). Note that the deduction for the pay period reflected on your pay warrant is always for the next month's parking fees (e.g., the deduction taken in April's pay period is for the month of May's parking fees).

To start collecting from the PTP you must first pay the fees for your parking space. Submit a legible receipt from the vendor reflecting the month of service and the amount paid with the completed Pre-Tax Parking/Third-Party Administrator/Reimbursable Account Claim Form (DPA 681) to the address shown on the form. The DPA 681 can be found at www.dpa.ca.gov (click "Benefits", "Work and Family", and then "Pre-Tax Parking"). Reimbursement begins after the first deduction is taken from your pay warrant and only after those funds have been deposited in your reimbursement account. Reimbursement requests are reviewed for accuracy; approved requests are then processed for payment.

Who is eligible to participate in the PTP?

You're eligible to enroll in the PTP if you are an active State employee. For questions about eligibility, please check with your Personnel Office.

What is the advantage of participating in the PTP?

The money is deducted from your pay warrant prior to tax deductions. As a result, your taxable income is reduced.

Are there any disadvantages?

The IRS does not allow for automatic refunds if you have a balance left in your account when you decide to stop participating in the PTP. Only in certain specific circumstances are refunds allowed, i.e., the death of the PTP participant. If you do have a balance remaining in your account when you cancel your participation in the PTP, you have a specified period of time in which to submit receipts for qualified parking fees incurred while you were enrolled in the PTP. Otherwise, you will forfeit your remaining funds.

For more information:

Visit the DPA's Website at www.dpa.ca.gov (click "Benefits", "Work and Family", and then "Pre-Tax Parking") or speak to a representative from your Personnel Office.



For More Information

DPA Benefits Division

(916) 322-0300 ♦ CNET 492-0300

ARAG Group

Group Legal Services Plan

1-800-247-4184

Dental Program

(916) 324-0525 ♦ CNET 454-0525

Employee Assistance Program

MHN (Managed Health Network)

1-866-327-4762

FlexElect Program

(916) 327-6429 ♦ CNET 467-6429

Health Promotion Program

(916) 324-9398 ♦ CNET 454-9398

Merit Award Program

(916) 324-0522 ♦ CNET 454-0522

Pre-Tax Parking

(916) 324-0526 ♦ CNET 454-0526

Rural Health Care Program

(916) 327-1439 ♦ CNET 467-1439

Savings Plus Program

1-866-566-4777

www.sppforu.com

Travel & Relocation and

Vanpool Programs

(916) 324-0526 ♦ CNET 454-0526

Vision Service Plan

1-800-877-7195

Workers' Compensation Program

(916) 445-9792 ♦ CNET 485-9792

DPA Fax Numbers

Benefits Division

(916) 322-3769 ♦ CNET 492-3769

Savings Plus Program

(916) 327-1885 ♦ CNET 467-1885

TDD (Any unit in DPA)

(916) 327-4266 ♦ CNET 467-4266

Internet Address

www.dpa.ca.gov